Dear educators,

ACT and WorkKeys materials arrived in schools this week for those schools that selected the early shipment date. Next week, materials will be delivered for schools who selected the regular ship date. You can track shipments in PearsonAccessNext under Setup>Orders & Shipment Tracking. Immediately upon receipt, check in materials and place Additional Orders for missing materials. In many cases, DVDs were shipped separately from the other materials, so they may be delayed a day or two. The materials arriving this week and next are for ACT testing on Feb 27 and WorkKeys testing on Feb 28. For testing on the March and April test dates, you must place additional orders for those materials. February standard time test materials cannot be held in the school and must be returned to ACT on the prearranged FedEx pick up Mar 1-3. Please continue reading below for more timely reminders and updates.

Aspire Dates and Deadlines

☐ Feb 5　　　　Deadline to have grades 9 and 10 student data up to date in your local SIS.

☐ Feb 6　　　　DPI loads grade 9 and 10 student data into Aspire portal.

☐ Feb 6　　　　Aspire Technology Readiness Webinar and Q&A

☐ Feb 8　　　　Aspire Test Administration Webinar and Q&A

☐ Feb 12-19　　Schools review student data in the Aspire portal for accuracy

Aspire Technology Action Items

- Review the Welcome to the Wisconsin 2018 State Testing Year document, Schedule of Events and Checklist for Success.
- Remove users from the Aspire portal who no longer need access.
- Assign proctors/room supervisors the "Educator" role in the Aspire portal.
- See the Technology Set-Up and TestNav System Requirements pages for more information.
- Uninstall and reinstall both TestNav and ProctorCache in preparation for Aspire testing.

Checking-in ACT and WorkKeys materials

- Immediately upon receipt, check-in all materials. Follow the "Receipt and Check-in of Test Materials" instructions on p.17 in the Test Coordinator Information Manual.
- Athletic coaches and staff with relatives testing may not check-in materials or serve as test coordinator. See the Test Coordinator Information Manual for details on these policies.
- To prepare for checking-in of materials, run a TAA PIN report in PAnext. This report produces a roster of students and their accommodations so you can more easily compare materials received to materials needed.
- Following check-in, promptly store secure materials per the instructions in the "Test Security Requirements" section on pp. 16-19 of the Test Coordinator Information Manual.
- If any materials are missing or damaged, create an Additional Order in PAnext.
- As you are unpacking, notice that return materials are color-coded by administration type and polymailers are no longer used in the return process.
- The materials arriving this week and next are for ACT testing on Feb 27 and WorkKeys testing on Feb 28. For testing on the March and April test dates, you must place additional orders for those materials.

Staff training session
- Remember to hold a training session with all testing staff (new and old) before test day.
- This is required and separate from the briefing session that happens on test day.
- Outlines of suggested topics to cover are on p. 59 in the ACT Standard Time Test Administration Manual and p. 117 in the ACT Accommodations Test Administration Manual.

Pre-test sessions
- Schedule a session for examinees to complete the ACT non-test questions **before test day**. Examinees testing with accommodations/EL supports can complete the non-test questions in the same session as all other examinees.
- See the Test Administration Manuals for instructions.
- The non-test questions for WorkKeys may be completed before or on test day.

ACT accommodations & EL supports
- Use the Late Consideration Form to apply for accommodations for newly enrolled students, students with newly identified disabilities, or students with sudden onset of a medical condition. The deadline for late consideration is February 23.
- Once an accommodations request is approved in TAA, it takes a day or two for ACT to apply the TAA PIN to the student record in PAnext. The application of the PIN will trigger a materials order for ACT. (You will need to place an order for WorkKeys accommodations materials.) Contact OSA to follow-up and ensure the PIN is correctly applied and the additional order is placed.
- If students with disabilities have been denied needed accommodations, please notify OSA.

Students that transfer to your school after January 17
- Continue to add new students to PearsonAccessNext for both ACT and WorkKeys using the Enroll instructions on p. 11 of the PearsonAccessNext User Guide for the ACT Test and p. 11 of the PearsonAccessNext User Guide for WorkKeys.
- When adding newly enrolled students to PAnext, the information has to be added in two places: once for ACT and once for WorkKeys.
- If the student needs ACT accommodations:
  - If the student was already approved through TAA for the February 27 - March 13 WI state testing window (by a request submitted by the other school in WI), ACT will apply the TAA PIN and an additional order will be placed for accommodations materials.
    - Note: When you complete the enroll request in PAnext, there is a spot on the form for a TAA PIN (it is the last column). If you know the TAA PIN, enter it here. If you do not know it, there is a check in place: the ACT team processing these requests checks for a valid PIN when completing the transfer regardless of whether this field is completed or not.
  - If the student has not yet been approved for the February 27 test date through TAA then the new school should submit a request using the Late Consideration Form.
  - **If you are unsure whether the student already has an approved accommodation, contact OSA.**
  - Contact OSA to follow-up and ensure the PIN is correctly applied and the additional order is placed.
- If the student needs WorkKeys accommodated materials:
  - Place an Additional Order using the instructions on p. 14 in the PearsonAccessNext User Guide for WorkKeys.
- Students added to PAnext after January 17 will not receive a barcode; information will need to be bubbled on the answer documents. (See instructions in the "If You Do Not Have Barcode Labels" sections of the test administration manuals.)

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6244, ext. 2800
Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org
Aspire: 855-730-0400
http://www.act.org/stateanddistrict/wisconsin

General Information and Policies
Jennifer Bell
608-267-7268
jennifer.bell@dpi.wi.gov
https://dpi.wi.gov/assessment/act

Student Data
Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues
Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.